

| TENNESSEE STATE BOARD OF EDUCATION | | |
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| PETTY CASH ACCOUNTS | | 2801 |
| ADOPTED: July 28, 2017 | REVISED: | MONITORING: Review: Annually |

In order to facilitate refunds and minor purchases, each authorized charter school may maintain petty cash funds. A school that opts to use petty cash accounts shall adopt a policy and create procedures for maintenance of petty cash accounts and, at minimum, address:

- (1) Appropriate transactional amounts;
- (2) Permissible uses of funds; and
- (3) Documentation and/or itemization of expenditures and transactions.

Cross References:

Tennessee Internal School Uniform
Accounting Policy Manual, Section 5-16 through 19